



**DEPARTMENT OF THE ARMY**  
**ARMY CONTRACTING AGENCY, SOUTHERN REGION**  
**1309 ANDERSON WAY SW,**  
**BLDG 131**  
**FT MCPHERSON GA 30330-1096**

(DATE)

SFCA-SR-CC

MEMORANDUM FOR USAG FORT McPHERSON, ATTENTION: CPAC, BLDG 181,  
FORT McPHERSON, GA

SUBJECT: Request for Civilian Identification Card(s) for Contractors

1. Request civilian identification card(s) be issued for the following contractor personnel.
2. The following organization is a government-contracted organization, therefore entitling its employees to a civilian identification card for contractors.

Contract Number:

Contractor:

Address:

Telephone:

Project:

Performance Period:

3. Contractor personnel are:

Name

SSN

DOB

4. Contractor personnel shall provide the following personal information for the civilian identification card, height, weight, color of hair, color of eyes and sex.

5. Failure to provide the above information will result in denial of request and contractor personnel will be denied access to Fort McPherson and Fort Gillem.

6. If further information is required please contact the undersigned at\_\_\_\_\_.

\_\_\_\_\_  
Contracting Officer